

Location: Nashville, TN
Salary Range: \$60,000 - \$70,000
Position Classification: Executive Service

Benefits: The State of Tennessee provides employees a competitive benefits package including individual health, vision and dental insurance, short and long term disability coverage, life insurance, and paid government holidays. Employees are eligible to contribute to a designated retirement account with an employer matching program. Please visit the State Employee Benefits website for additional information: <http://www.tn.gov/dohr/employment/benefits.html>

Position Title: Executive Director
Program: Energy Efficient Schools Initiative

Description: The Energy Efficient Schools Initiative (EESI) was created by state legislation in 2008. The legislation created a twelve member Energy Efficient Schools Council (EESC) which includes three ex-officio members from state departments, three members each appointed by the Governor, the Speaker of the Senate and House of Representatives. The EESC appoints a Technical Advisory Committee (TAC) and hires an Executive Director (ED). The ED will be responsible for developing and reporting on strategic plans, and evaluating other state programs, products and services that will drive integration of energy efficiency and energy management into the K-12 school districts in Tennessee. The position will work across internal departments of state government, the state legislature, the Governor's office, federal agencies, local governments, and K-12 school districts in Tennessee.

- Duties:**
- Ensuring that EESC members have access to information on issues related to the operation of the EESI including administrative expenses, EESC fund balances, EESC funded loan and grant projects, federally funded projects, relevant legislative committee actions and legislation initiatives, TAC related assistance efforts, etc.
 - Review and approve funding application requests to ensure that the application is complete, minimum energy efficiency requirements are met, the requested funding is available, and coordinate with TAC for custom project reviews.
 - Review and approve grant and loan reimbursement requests to ensure that the equipment and services provided are included in approved applications and ensure that the reimbursements are supported by necessary documentation (e.g., invoices, inspection reports, etc.).
 - With technical guidance from the TAC and approval from the EESC, oversee the development, implementation and monitoring of a proposed state-wide energy management program.
 - Prepare, review, approve and track all contracts and contract payments.
 - Through supervision of administrative staff, ensure that the grant and loan reimbursement processes are followed in coordination with the Department of Education and Comptroller of the Treasury staff; ensure applications, agreements, reimbursements, etc. are entered, reviewed, and tracked on internal computer files and hard copies are filed for reference; and ensure

all preparation for EESC meetings (e.g., room reservations, parking, agendas, minutes, meeting materials, etc). are accomplished.

- Responds to requests (email, phone, fax, office visits) for information and guidance from school staff, contractors, vendors, federal and state officials, etc.
- Ensure EESI compliance with applicable State and Federal statutes, rules, regulations, policies and procedures, including any reporting requirements.
- Coordinate all activities, including managing the contract with the commissioning agent for the federal geothermal grant project.
- Ensure that the EESC member's positions have correct information filed with the Secretary of State, that all appointing authorities receive proper advanced notice of expiring member terms, that all member contact information is current, and that all conflict of interest forms are completed and filed by both the EESC and TAC.
- Ensure that all TAC MOUs are filed as needed and that all pay requests are processed accurately and timely.
- Prepare and report on the EESI strategic plan as required through the Tennessee Department of Education.
- In collaboration with the TAC, the ED would assist with program design and deployment strategies by reviewing other state programs, researching federal program guidance, and participating in TAC meetings, webinars, conferences, etc.
- Make presentations before legislative committees, school associations, school boards, etc., that will promote participation in EESI programs, provide guidance, address questions, etc.
- Write and/or provide support on reports, articles, issue briefs, and memoranda.
- Lead and coordinate internal subject matter expertise for the development of conferences, webinars, fact finding missions, training courses, and workshops related to EESI's strategic plan.
- Pursue outside grants and private foundation funding to help sustain the EESI fund or provide additional EESI led support for K-12 school districts.
- Develop content for and host loan and grant compliance workshops for loan recipients and grantees.
- Develop comprehensive loan and grant monitoring and verification plan to address all aspects of desktop and on-site monitoring and collection and analysis of hard data to support performance measures. GAO best practices and OMB A-133 circulars should be consulted.
- Periodically review all EESI templates (e.g., grant and loan applications and contracts) and guidelines, minimum standards, policies and procedures to determine if edits or other revisions are required.

Qualifications: Experience

- Desired three to five years of experience in one or more of the following fields: loan or grant program management or development; governmental relations; business administration; finance; energy management; engineering; operations and maintenance; or technical assistance.
- Bachelor's degree required, with advanced degree preferred; content specific experience may be substituted for the preferred advanced degree.

Professional Attributes

- Ability to translate information, insights and collaborative research opportunities into tangible benefits for the EESC
- Practical, concrete thinker who is specifically effective when reacting to and solving problems
- Creative thinker on how technical barriers to the adoption of new technologies can be overcome
- Effective communicator with excellent speaking, writing, media presentation and interpersonal skills.
- Capable of translating technical content for non-technical audiences
- Results driven and self-motivated
- Exceptional project and time management skills
- Adept consensus builder who excels at convening groups of people to reduce barriers
- Perceptive of the sensitivities of multiple parties with the ability to craft messages and reactions appropriate to those sensitivities
- Stature, gravitas, and confidence to gain credibility and the respect of school leaders
- Ability to make decisions in a changing environment and anticipate future needs
- Energetic, flexible, collaborative and proactive; a team leader who can positively and productively lead and implement both strategic and tactical initiatives
- Ability to effectively interact with the EESC, legislature, school boards, finance, operations and maintenance.
- Passion for EESI's mission

Other Requirements

- Ability to handle typical office and computer related tasks
- Some travel required, less than 20%

Application Procedure

Complete application must include:

- Resume with 5 year salary history
- Three letters of recommendation

The Energy Efficient Schools Council search committee will screen all applicants and select semi-finalists to participate in an interview with the full council in Nashville, TN.

Deadline for Applications is Friday, January 5, 2013.

Applications should be sent to:

Energy Efficient Schools Council
Search Committee
7th Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243-0375
(615) 532-9643 Office
(615) 532-5942 Fax
Email ron.graham@tn.gov Email